



EDS Claims Unit

TP Users Guide Mass Adjustments Volume 2 of 2

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INDIANA HEALTH COVERAGE PROGRAMS

Teleprocessing Users Guide Mass Adjustments

Volume 2 of 2

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Address any comments concerning the contents of this manual to:

EDS Claims Unit
950 North Meridian Street, Suite 1150
Indianapolis, IN 46204
Fax: (317) 488-5169

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Section 1: Main Menu Window

Introduction

The main menu is the initial window viewed on entry into the IndianaAIM application. This window grants access to the following windows:

- Adhoc Reporting
- Claims
- Financial
- Managed Care
- MARS
- Prior Authorization
- Provider
- Recipient
- Reference
- Security
- SURS
- Third Party Liability
- Research/Project Tracking System

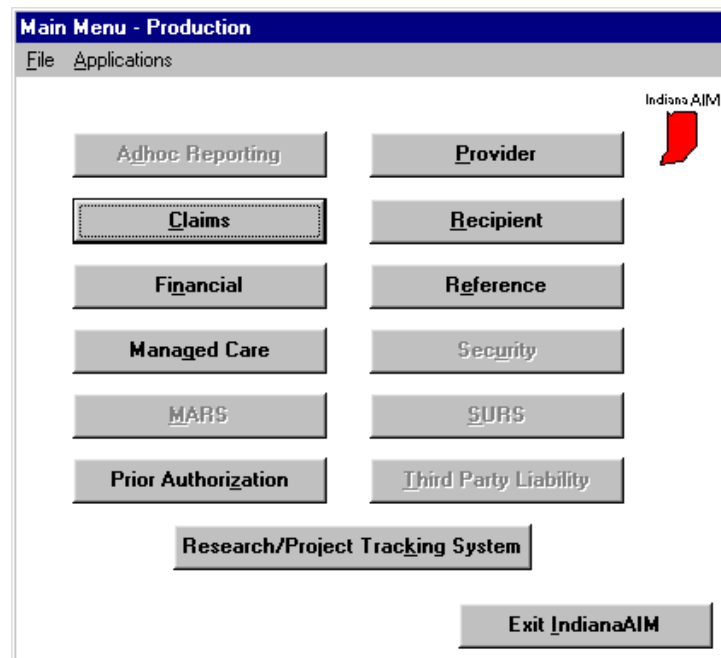


Figure 1.1 – Main Menu Window

Mouse Access

Click the button of interest or click **Applications** on the menu bar and click the item of interest.

Keyboard Access

Press **Alt** along with the underlined letter found on each button to select the item of interest. Use the menu bar by typing **Alt+A** to access the applications on the menu bar. Press the underlined letter of the item of interest.

Other Messages

None

System Information

PBL – MAIN.PBL

Window – W_MAIN_MENU

Menu – M_MAIN_MENU

Data Window – None

System Features

Click **Adhoc Reporting** to access its main menu.

Click **Claims** to access its main menu.

Click **Financial** to access its main menu.

Click **Managed Care** to access its main menu.

Click **MARS** to access its main menu.

Click **Prior Authorization** to access its main menu.

Click **Provider** to access its main menu.

Click **Recipient** to access its main menu.

Click **Reference** to access its main menu.

Click **Security** to access its main menu.

Click **SURS** to access its main menu.

Click **Third Party Liability** to access its main menu.

Click **Research/Project Tracking System** to access its main menu.

Click **Exit IndianaAIM** to exit the IndianaAIM application.

Section 2: Claims Menu Window

Introduction

The Claim Menu is the initial window viewed on entry into the claim functional area. This window grants access to the following windows:

- Inquiry
- Addjustments
- Data Corrections
- Claims Interest Rate
- Batch Activations
- Unprocessed Claims
- Activation Report
- Claims Interest Inquiry

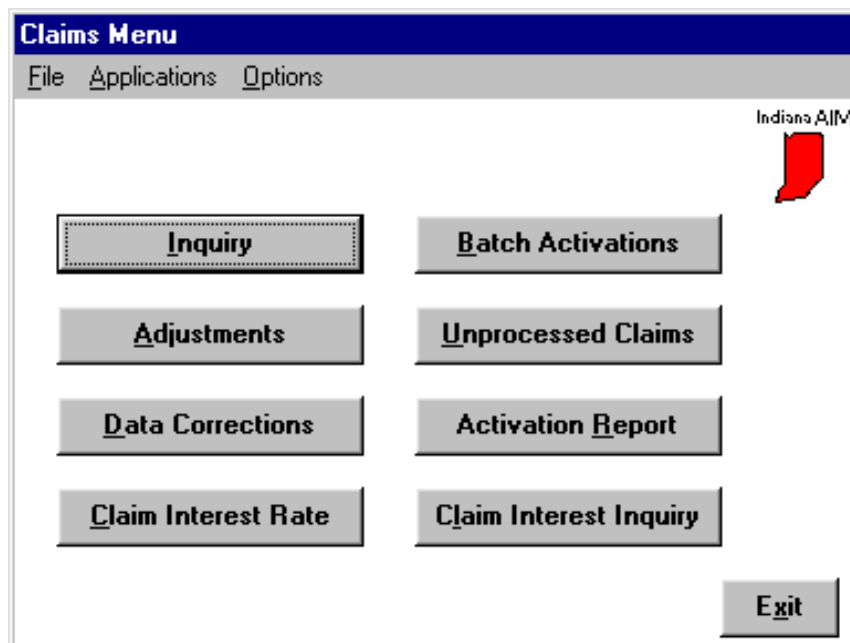


Figure 2.1 – Claims Menu Window

Mouse Access

Click the button of interest or click **Applications** on the menu bar and click the item of interest.

Keyboard Access

Press **Alt** along with the underlined letter found on each button to select the item of interest. Use the menu bar by typing **Alt + A** to access the applications on the menu bar. Press the underlined letter of the item of interest.

Other Messages

None

System Information

PBL – CLAIM01.PBL

Window – W_CLAIM_ROUTE

Menu – M_CLAIM_ROUTE

Data Window – None

System Features

Click **Inquiry** to access the Claim Inquiry window.

Click **Adjustments** to access the Adjustment Menu.

Click **Data Corrections** to access the Claim Suspense Listing window.

Click **Claim Interest Rate** to access the Claims Interest Rate window.

Click **Batch Activation** to access the Claims Activation window.

Click **Unprocessed Claims** to access the unprocessed claims listing.

Click **Activation Report** to access the online activation report.

Click **Claim Interest Inquiry** to access the Claim Interest Inquiry window.

Click **Exit** to cancel the selection.

Section 3: Adjustment Inventory Menu Window

Introduction

The Adjustment Inventory Menu grants access the following adjustment-specific inventory and process windows.

- Adjust Inven Log
- Adjust Inven Inquiry
- Retro Rate Verify
- Mass Adjustments

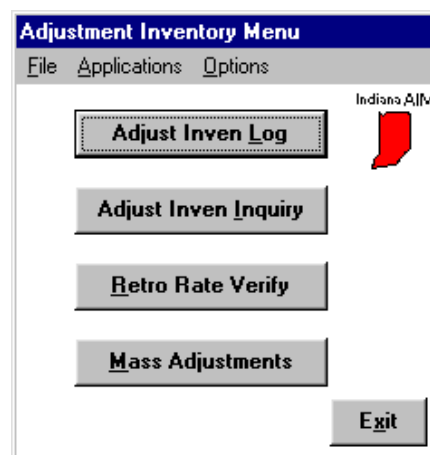


Figure 3.1— Adjustment Inventory Menu Window

Mouse Access

Click the button of interest or click **Applications** on the menu bar and click the item of interest.

Keyboard Access

Press **Alt** along with the underlined letter found on each button to select the item of interest. Use the menu bar by typing **Alt+A** to access the applications on the menu bar. Press the underlined letter of the item of interest.

Other Messages

None

System Information

PBL – CLAIM01.PBL

Window – W_ADJ_INV_

Menu – M_ADJ_INV_MENU

Data Window – None

System Features

Click **Adjust Inven Log** to access the Non-Check Adjustment Inventory window.

Click **Adjust Inven Inquiry** to access the Adjustment Inventory Search window.

Click **Retro Rate Verify** to access the Verification/Release window for LTC Retroactive Rate changes.

Click **Mass Adjustment Window** to access the Mass Adjustment Process windows.

Section 4: Mass Adjustment Menu Window

Introduction

The Mass Adjustments Menu is the initial window viewed on entry into the Claim functional area windows. This window grants access to the following windows:

- Mass Request Search
- Mass Request History

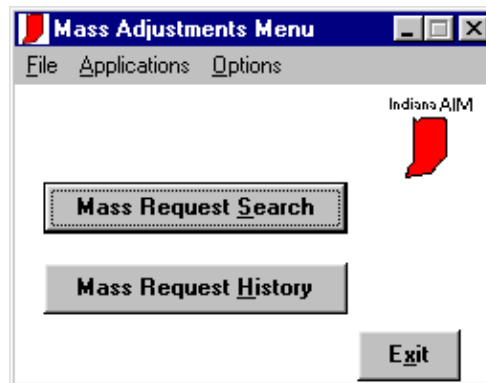


Figure 4.1 – Mass Adjustments Menu Window

Mouse Access

Click the button of interest or click **Applications** on the menu bar and click the item of interest.

Keyboard Access

Press **Alt** along with the underlined letter found on each button to select the item of interest. Use the menu bar by typing **Alt+A** to access the applications on the menu bar. Press the underlined letter of the item of interest.

Other Messages

None

PBL – CLAIM04.PBL

Window – W_MASSADJ_ROUTE

Data Window – None

System Features

Click **Mass Adjustment Entry** to access the Mass Adjustment Entry window.

Click **Mass Adjustment Search** to access the Mass Adjustment Search window.

Click **Exit** to cancel the selection.

Section 5: Mass Adjustment Request Search Window

Introduction

The Mass Adjustment Request Search window allows the adjustment analyst to select an existing mass adjustment control number, enter a new control number, and view the number of claim retrieved for a released request.

Mass Rqst #	Mass Entry Date	Mass Entry Status	EOB	Tot Claims Found	Tot Claims Adjusted	Tot Claims Removed	Clerk ID
-------------	-----------------	-------------------	-----	------------------	---------------------	--------------------	----------

Figure 5.1 – Mass Adjustments Request Search Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Search
Select	Paste	Claims	Verify Claims
Print	Cut	Financial	Remove Rqst
Exit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 5.2 – Mass Adjustments Request Search Window Menu Tree

Figure 5.2 is an illustration of the menu tree for the Mass Adjustment Request Search window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

New – Enter a new transaction.

Select – Selects and displays additional information for the line highlighted.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to the MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security windows.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Menu Selection: Options

These commands grant access to a command by using the menu selection command rather than using the mouse to click the available buttons. The menu options also allow access to additional commands that are not available with the mouse.

Search – Searches for entered criteria.

Verify Claims – Selects claims for processing.

Remove Rqst – Removes a request from the window.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – None

Edit – 6725 Region must be Mass Adjust related (56)!

To Correct – Verify entry and re-enter mass adjustment request

Edit – 9021 Control Number Julian days invalid!

To Correct – Verify entry and re-enter Julian date

Edit – 60096 Invalid date, cannot be later than current date!

To Correct – Verify entry and re-enter Julian date

Edit – 91024 No Match Found!

To Correct – Verify entry and re-enter search criteria

Edit – 91029 Mass Rqst # must be numeric!

To Correct – Verify entry and re-enter a numeric mass adjustment request

Edit – 91038 Mass Rqst # must be nine characters!

To Correct – Verify entry and re-enter a mass adjustment request number with nine characters

Field Information

Field Name: Status

Description – Identifies the status of the request being searched

Format – One-character alphabetic

Features – Drop-down list box

- Submitted
- Verified
- In Process
- Released
- Deleted

Edit – None

To Correct – N/A

Field Name: Date

Description – Date the request was entered

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – None

To Correct – N/A

Field Name: Clerk

Description – Identifies the clerk who entered the request

Format – Eight-character alphabetic

Features – None

Edit – None

To Correct – N/A

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Mass Entry Date

Description – Identifies the date the request was entered

Format – Eight-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Mass Entry Status

Description – Identifies the status of the request

Format – One-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: EOB

Description – Identifies the EOB used for the request

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Tot Claims Found

Description – Identifies the total number of claims retrieved after the batch process

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name – Total Claims Adjusted

Description – Identifies the total number of claims to be adjusted

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Total Claims Removed

Description – Identifies the total number of claims removed from request.

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Clerk ID

Description – Identifies the clerk who entered the request

Format – Eight-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Other Messages

Edit – 5004 Enter Search information!

To Correct – Enter search information

Edit – 6736 Status must be “Released” to view claims!

To Correct – Verify status of claims

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_SEARCH

Data Window – DW_MASSADJ_SEARCH

DW_MASSADJ_SEARCH_RESULTS

System Features

Click **New** to enter a new mass adjustment request.

Click **Select** to select an existing mass adjustment request.

Click **Verify Claims** to view the claim retrieved for processing.

Click **Remove Request** to remove a highlighted request from this window.

Click **Exit** to exit this window.

Section 6: Mass Adjustment Verification Window

Introduction

The Mass Adjustment Verification window allows the adjustment analyst to select claims processed in the system. The user highlights the field and selects each line individually or clicks **Select All/Deselect All** to choose all lines. After all appropriate fields are entered, the analyst clicks the **Save** button to save the information entered.

Mass Adjustment Verification

File Edit Applications Options

Mass Rqst #: 56 5347 001 Claim Count: 46 Clerk ID: SHEARAX
Mass Entry Status: Released Mass Entry Date: 1995/12/13 EOB: 8233

Total Claims Retrieved: 0

ICN	Prov#/Loc	RID #	Eff Dte	End Dte	Paid Amt	Paid Dte	Claim Status
-----	-----------	-------	---------	---------	----------	----------	--------------

Next Mass Adjust Rqst

Inquire Select All / Deselect All Verify Delete Save Exit

Figure 6.1 – Mass Adjustment Verification Window

File	Edit	Applications	Options
Save	Copy	Adhoc Reporting	Verify
Print	Paste	Claims	Select All/Deselect All
Exit	Cut	Financial	
Audit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 6.2 – Mass Adjustment Verification Window Menu Tree

Figure 6.2 is an illustration of the menu tree for the Mass Adjustment Verification window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Menu Selection: Options

These commands grant access to a command by using the menu selection command rather than using the mouse to click the available buttons. The menu options also allow access to additional commands that are not available with the mouse.

Verify – Changes the claim status to verify.

Select All – Selects all the claims in the functional area.

Deselect All – Unselects all the claims in the functional area

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Mass Entry Status

Description – Identifies the status of the request being viewed

Format – Eight-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Claim Count

Description – Indicates the number of claims retrieved for the search criteria entered

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Mass Entry Date

Description – Indicates the date the request was entered

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Clerk ID

Description – Indicates the clerk who entered the request

Format – Eight-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: EOB

Description – Indicates the to EOB entered for the request

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Total Claims Retrieved

Description – Indicates the total number of claims retrieved for the search criteria entered

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: ICN

Description – Internal control number retrieved with data that matches the search criteria entered

Format – 13-character numeric, RRYJJBBSSS

- RR – Region code
- YY – Year of receipt
- JJJ – Date of receipt
- BBB – Batch range
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Prov#/Loc

Description – Unique number assigned to the service provider

Format – Ten-character alphanumeric, 999999999X

Features – System generated

Edit – None

To Correct – N/A

Field Name: RID #

Description – Unique recipient identification number assigned by ICES

Format – 12-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Eff DTE

Description – Indicates the start date of the search

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: End DTE

Description – Indicates the end date of the search

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Paid Amt

Description – Indicates the amount paid for the claim

Format – Ten-character numeric, (\$99,999,999.99)

Features – System generated

Edit – None

To Correct – N/A

Field Name: Paid DTE

Description – Indicates the date the claim was paid

Format – Eight-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Claim Status

Description – Indicates the status of the claim retrieved

Format – One-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Next Mass Adjust Rqst

Description – Enter a mass adjustment request number as search criteria

Format – Nine-character numeric

Features – None

Edit – 6725 Region must be Mass Adjust related (56)!

To Correct – Verify entry and re-enter a mass adjustment request number with a region of 56.

Edit – 6735 Claims no longer exists for this mass request.

To Correct – Verify entry and re-enter a mass adjustment request number which has retrieved claims.

Edit – 8004 No changes keyed!

To Correct – Verified data has been entered before saving window.

Edit – 9021 Control Number Julian days invalid.

To Correct – Verify the entry of the Julian date and re-enter an appropriate Julian date.

Edit – 60096 Invalid date, cannot be earlier than current date!

To Correct – Verify Julian date is not later than today's date and re-enter appropriate Julian date.

Edit – 91029 Mass Rqst Number must be numeric!

To Correct – Verify entry and re-enter a numeric mass request number.

Edit – 91080 Mass Rqst Number is required!

To Correct – Enter a valid mass adjustment request number.

Edit – 91088 Mass Rqst Number is Not on File!

To Correct – Verify entry and re-enter a valid mass request number.

Other Messages

Edit – 6734 Claims will be removed from this request!

To Correct – Verify this should occur. If **No**, the system does not delete the request. If **Yes**, the system deletes the request.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_CLAIMS_LIST

Menu

Data Window – DW_MASSADJ_CLAIM_LIST

DW_MASSADJ_CLAIM_LIST_HDR

System Features

Click **Inquire** to inquire about another mass adjustment request number.

Click **Select All/Deselect All** toggles between all claims selected for processing or no claims selected.

Click **Verify** to submit the claims for processing in the system.

Click **Delete** to delete a highlighted ICN.

Click **Save** to save a selections.

Click **Exit** to exit the Mass Adjustment Verification window.

Section 7: Mass Adjustment Historical Requests Window

Introduction

The Mass Adjustment Historical Request window allows the adjustment analyst to view a mass adjustment request placed in history. The user highlights a request number and clicks **Select**, which takes the user to the Mass Adjustment Display window. The user may then view the search criteria entered.

Mass Rqst #	Mass Entry Date	EOB	Tot Claims Found	Tot Claims Adjusted	Tot Claims Removed	Clerk ID
-------------	-----------------	-----	------------------	---------------------	--------------------	----------

Figure 7.1 – Mass Adjustment Historical Requests

File	Applications
Select	Adhoc Reporting
Print	Claims
Exit	Financial
Exit IndianaAIM	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 7.2 – Mass Adjustment Historical Requests Window Menu Tree

Figure 7.2 is an illustration of the menu tree for the Mass Adjustment Historical Requests Window. All menus appear in single line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Select – Selects and displays additional information for the line highlighted.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting Menu.

Claims – Grants access to the Claims Menu.

Financial – Grants access to the Financial Menu.

Managed Care – Grants access to the Managed Care Menu.

MARS – Grants access to the MARS Menu.

Prior Authorization – Grants access to the Prior Authorization Menu.

Provider – Grants access to the Provider Menu.

Recipient – Grants access to the Recipient Menu.

Reference – Grants access to the Reference Menu.

Security – Grants access to the Security Menu.

SURS – Grants access to the SURS Menu.

Third Party Liability – Grants access to the Third Party Liability Menu.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character number, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Mass Entry Date

Description – Indicates the date the mass request was entered

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: EOB

Description – Indicates the EOB used for the mass request

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Tot Claims Found

Description – Indicates the total number of claims found

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Tot Claims Adjusted

Description – Indicates the total number of claims adjusted from the total number of claims found

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Tot Claims Removed

Description – Indicates the total number of claims removed from the total number of claims found

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Clerk ID

Description – Indicates the clerk who entered the mass request

Format – Eight-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

System Information

PBL – CLAIM04.PBI

Window – W_MASSADJ_HISTORY_LIST

Menu

Data Window – DW_MASSADJ_HISTORY_LIST

System Features

Click **Select** to highlight a line.

Click **Exit** to exit the Mass Adjustment Historical Requests.

Section 8: Mass Adjustment Entry Window

Introduction

The Mass Adjustment Entry window allows the adjustment analyst to enter a mass adjustment request. The user highlights the field and enters the information. After all appropriate fields are entered, the analyst clicks the **Save** to save the information entered.

The screenshot shows a window titled "Mass Adjustment Entry" with a menu bar containing "File", "Edit", "Applications", and "Options". Below the menu bar, there are four input fields: "Mass Rqst #:" with the value "00 0000 000", "EOB Reason:" with the value "0", "Date:" with the value "1995/10/29", and "Status:" with the value "Submitted". Below these fields is a section titled "---- Selection Criteria ----" which contains three rows of date ranges: "Service Date From:" and "Thru:" both set to "0000/00/00", "Payment Date From:" and "Thru:" both set to "0000/00/00", and "Receipt Date From:" and "Thru:" both set to "0000/00/00". At the bottom of the window, there are five buttons: "Display Request", "Remove/Abort", "New", "Save", and "Exit".

Figure 8.1 – Mass Adjustment Entry Window

File	Edit	Applications	Options
Save	Copy	Adhoc Reporting	Region Code
Delete	Paste	Claims	Claim Type
Print	Cut	Financial	Medical Assist Pgms
Exit		Managed Care	Provider
Audit		MARS	Prov ID
Exit IndianaAIM		Prior Authorization	Prov Type/Specialty
		Provider	Service Code
		Recipient	Diagnosis
		Reference	DRG
		Security	NDC
		SURS	Procedure/Modifier
		Third Party Liability	Revenue
			ESC
			RID
			AID Category

Figure 8.2 – Mass Adjustment Entry Window Menu Tree

Figure 8.2 is an illustration of the menu tree for the Mass Adjustment Entry window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Menu Selection: Options

These commands grant access to a command by using the menu selection command rather than using the mouse to click the available buttons. The menu options also allow access to additional commands that are not available with the mouse.

Region Code – Selects a region code as search criteria.

Claim Type – Selects a claim type as a search criteria.

Medical Assist Pgms – Selects a Health Coverage Program as a search criteria.

Provider – Enter provider information as search criteria.

Prov ID – Enter provider IDs as search criteria.

Prov Type/Specialty – Selects a provider type and one or more specialties.

Service Code – Enter service code information as search criteria.

Diagnosis – Enter one or more diagnosis codes as search criteria.

DRG – Enter a DRG as search criteria.

NDC – Enter one or more NDCs as search criteria.

Procedure/Modifier – Enter one or more procedures or modifiers as search criteria.

Revenue – Enter one or more revenue codes as search criteria.

ESC – Enter ESC information as search criteria.

RID – Enter RID information as search criteria.

AID Category – Enter AID category information as search criteria.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – None

Edit – 6725 Region must be Mass Adjust related (56)!

To Correct – Verify entry and re-enter a mass adjustment request number with a region 56.

Edit – 9021 Control Number Julian days invalid.

To Correct – Verify the entry of the Julian date and re-enter an appropriate Julian date.

Edit – 60096 Invalid date, cannot be earlier than current date!

To Correct – Verify Julian date is not greater than today's date, and re-enter appropriate Julian date

Edit – 91006 Mass Rqst # Field is required!

To Correct – Enter a valid mass adjustment request number.

Edit – 91019 Record already exists!

To Correct – Verify entry and re-enter a new mass adjustment request number.

Edit – 91029 Mass Rqst # must be numeric!

To Correct – Verify entry and enter a numeric mass adjustment request number.

Edit – 91038 Mass Rqst # must be nine characters

To Correct – Verify entry and re-enter mass adjustment request number.

Field Name: EOB Reason

Description – Identifies the reason for the request. The type of EOB also controls the processing action for editing and auditing purposes. Valid values are 8032-8039.

Format – Four-character numeric

Features – None

Edit – 6727 Adj reason must be 8232-8239!

To Correct – Verify entry and re-enter an appropriate EOB reason.

Field Name: Date

Description – Indicates the date the request was entered

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Update Area

Field Name: Status

Description – Indicates the status of the request

Format – Eight-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Service Date From

Description – Indicates the from service date as stated on the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 Valid date combinations must be entered.

To Correct – Verify entry and re-enter from service date.

Edit – 91077 From service date must be less than or equal to through service date.

To Correct – Verify entry and re-enter from service date.

Edit – 91022 Date cannot be later than today's date!

To Correct – Verify entry and re-enter from service date.

Edit – 91040 Invalid date (CCYYMMDD)

To Correct – Verify entry and re-enter from service date.

Field Name: Service Date Thru

Description – Indicates the to service date as stated on the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 valid date combinations must be entered.

To Correct – Verify entry and re-enter through service date.

Edit – 91077 From service date must be less than or equal to through service date.

To Correct – Verify entry and re-enter through service date.

Edit – 91022 Date cannot be later than today's date.

To Correct – Verify entry and re-enter through service date.

Edit – 91040 Invalid date (CCYYMMDD)

To Correct – Verify entry and re-enter through service date.

Field Name: Payment Date From

Description – Indicates the payment date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 Valid date combinations must be entered.

To Correct – Verify entry and re-enter from payment date.

Edit – 91077 From service date must be less than or equal to from payment date.

To Correct – Verify entry and re-enter from payment date.

Edit – 91022 Date cannot be later than today's date!

To Correct – Verify entry and re-enter from payment date.

Edit – 91040 Invalid date (CCYYMMDD)

To Correct – Verify entry and re-enter from payment date.

Field Name: Payment Date Thru

Description – Indicates the payment date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 Valid date combinations must be entered.

To Correct – Verify entry and re-enter through payment date.

Edit – 91077 From payment date must be less than or equal to through payment date.

To Correct – Verify entry and re-enter through payment date.

Edit – 91022 Date cannot be later than today's date!

To Correct – Verify entry and re-enter from payment date.

Edit – 91040 Invalid date (CCYYMMDD)

To Correct – Verify entry and re-enter through payment date.

Field Name: Receipt Date From

Description – Indicates the receipt date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 Valid date combinations must be entered.

To Correct – Verify entry and re-enter from service date.

Edit – 91077 From receipt date must be less than or equal to through service date.

To Correct – Verify entry and re-enter from receipt date.

Edit – 91022 Date cannot be later than today's date!

To Correct – Verify entry and re-enter from service date.

Edit – 91040 Invalid date (CCYYMMDD)

To Correct – Verify entry and re-enter from service date.

Field Name: Receipt Date Thru

Description – Indicates the receipt date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – None

Edit – 80045 Valid date combinations must be entered.

To Correct – Verify entry and re-enter from service date.

Edit – 91077 From receipt date must be less than or equal to through payment date.

To Correct – Verify entry and re-enter through receipt date.

Edit – 91022 Date cannot be later than today's date!

To Correct – Verify entry and re-enter from service date.

Edit – 91040 Invalid date.

To Correct – Verify entry and re-enter from service date.

Field Name: CT

Description – Indicates the claim type(s) being adjusted

Format – One-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Other Messages

Edit – 91071 Delete unsuccessful!

To Correct – Verify entry and re-enter. If the user is still unable to delete the entry, contact an SE.

Edit – 91071 must be closed first!

To Correct – Do not enter a provider ID and a provider type or specialty together. Therefore, one of the windows must be closed to enter information in the other. The same is true for the combination of RID and aid category windows.

System Information

PBL – CLAIM04.PBI

Window – W_MASSADJ_ENTRY1

Menu

Data Window – DW_MASSADJ_DATES

DW_MASSADJ_ENTRY

DW_MASSADJ_DISP_CLM_TYPE

System Features

Click **Display Request** to open the Mass Adjustment Display window.

Click **Remove/Abort** to remove the request.

Click **New** to receive a new Mass Adjustment Entry window.

Click **Save** to save the information entered.

Click **Exit** to exit this window.

Section 9: Mass Adjustment Display Window

Introduction

The Mass Adjustment Entry window allows the adjustment analyst to view the information entered into the Mass Adjustment Entry window. From here, the analyst can select **Edit Request** to make changes or additions.

Mass Adjustment Display						
File Edit Applications Options						
Mass Rqst #: 56 5254 000 EOB Reason: 8234 Date: 1995/09/11 Status: Released						
---- Selection Criteria ----						
Service Date From:		1993/10/02		Thru:		1994/09/01
Payment Date From:		0000/00/00		Thru:		0000/00/00
Receipt Date From:		0000/00/00		Thru:		0000/00/00
Region	CT	Prov/Loc	Type/Spec	Diag	NDC	
	M		Type: Spec			
DRG	Rev Cde	MAP	Proc & Mod	Aid Cat	RID	ESC
					400000000817	
Next Mass Rqst # <input type="text"/> Inquire			Edit Request		Verify/Save	
					Exit	

Figure 9.1 – Mass Adjustment Display Window

File	Edit	Applications	Options
Select	Copy	Adhoc Reporting	Edit Request
Print	Paste	Claims	
Exit	Cut	Financial	
Audit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 9.2 –Mass Adjustments Display Window Menu Tree

Figure 9.2 is an illustration of the menu tree for the Mass Adjustments Display Window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Select – Selects and displays additional information for the line highlighted.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Menu Selection: Options

These commands grant access to a command by using the menu selection command rather than using the mouse to click the available buttons. The menu options also allow access to additional commands that are not available with the mouse.

Edit Request – Accesses the Mass Adjustments Entry window and allows the user to make changes to a request.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character number, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: EOB Reason

Description – Identifies the reason for the request. The type of EOB also controls the processing action for editing and auditing purposes. Valid values are 8032-8039.

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Date

Description – Indicates the date the request was entered

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Update Area

Field Name: Status

Description – Indicates the status of the request

Format – Eight-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Service Date From

Description – Indicates the from service date as stated on the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct –N/A

Field Name: Service Date Thru

Description – Indicates the to service date as stated on the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Payment Date From

Description – Indicates the payment date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Payment Date Thru

Description – Indicates the payment date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Receipt Date From

Description – Indicates the receipt date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

Field Name: Receipt Date Thru

Description – Indicates the receipt date of the claim

Format – Eight-character numeric, CCYYMMDD

Features – System generated

Edit – None

To Correct – N/A

Field Name: Region

Description – Displays the region code selected as search criteria

Format – Two-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: CT

Description – Displays the claim types selected as search criteria

Format – One-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Prov/Loc

Description – Displays the provider number and location selected as search criteria

Format – Nine-character numeric, one-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Type/Spec

Description – Displays the provider type and specialty selected as search criteria

Format – Two-character numeric

Specialty – Three-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Diag

Description – Displays the diagnosis selected as search criteria

Format – Five-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: NDC

Description – Displays the NDC selected as search criteria

Format – 11-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: DRG

Description – Displays the DRG selected as search criteria

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Rev Cde

Description – Displays the revenue code selected as search criteria

Format – Three-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: MAP

Description – Displays the medical assistance programs selected as search criteria

Format – Two-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Proc and Mod

Description – Displays the procedure code and modifier selected as search criteria

Format – Procedure code: Five-character alphanumeric

Modifier: Two-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Aid Cat

Description – Displays the aid category selected as search criteria

Format – Two-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: RID

Description – Displays the RID selected as search criteria

Format – 12-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: ESC

Description – Displays the ESC selected as search criteria

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Next Mass Rqst #

Description – Used to pull up another mass adjustment request number

Format – Nine-character numeric

Features – None

Edit – 6725 Region must be Mass Adjust related (56)!

To Correct – Verify entry and re-enter a mass adjustment request number with region 56.

Edit – 9021 Control Number Julian days invalid.

To Correct – Verify the entry of the Julian date and re-enter an appropriate Julian date.

Edit – 60096 Invalid date, cannot be earlier than current date!

To Correct – Verify Julian date is not later than today's date and re-enter appropriate Julian date.

Edit – 91024 No Match Found!

To Correct – Verify entry and re-enter correct mass adjustment request number.

Edit – 91029 Request must be numeric!

To Correct – Verify entry and re-enter with numeric characters.

Edit – 91038 Request must be nine characters.

To Correct – Verify entry and re-enter the mass adjustment request number with nine numeric characters.

Edit – 91046 New key is required!

To Correct – Verify a mass adjustment request number has been entered and enter a valid request number.

Other Messages

Edit – 6729 Invalid request status for editing!

To Correct – Verify the mass adjustment number is not in a **Released** status. To edit a request, the status must be **Submitted** or **Verified**.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_DISPLAY1

Data Window – DW_MASSADJ_ENTRY

DW_MASSADJ_DATES

DW_MASSADJ_DISP_AID_CAT

DW_MASSADJ_DISP_CLM_TYPE

DW_MASSADJ_DISP_DIAG

DW_MASSADJ_DISP_DRG

DW_MASSADJ_DISP_ESC

DW_MASSADJ_DISP_NDC

DW_MASSADJ_DISP_PGM_CODE

DW_MASSADJ_DISP_PROC_MODIF

DW_MASSADJ_DISP_PROV_NUM

DW_MASSADJ_DISP_PROV_TYPE_SPEC

DW_MASSADJ_DISP_RECIP_ID

DW_MASSADJ_DISP_REG

DW_MASSADJ_DISP_REVENUE_CODE

System Features

Click **Inquire** to view another request number.

Click **Edit Request** to access the Mass Adjustment Entry window.

Click **Verify/Save** to save the request and change the status to Pending Production.

Click **Exit** to exit the Mass Adjustment Display window.

Section 10: Mass Adjustment Claim Type Selection Window

Introduction

The Mass Adjustment Claim Type Selection window is used to select claim types for search mass adjustment requests. The user selects the claim type and clicks **Save**.

Mass Adjust Claim Type Selection	
File Edit Applications Options	
Mass Request #: 56 5302 000	
Selected Claim Types	
Claim Type	Description

Available Claim Types To Select From	
Claim Type	Description
A	UB92 INST XOVER CLAIMS
B	HCFA 1500 XOVER CLAIMS
C	UB92 OUTP XOVER CLAIMS
D	DENTAL CLAIMS
H	HOME HEALTH CLAIMS
I	INPATIENT CLAIMS

Select Save Delete Exit

Figure 10.1 – Mass Adjustment Claim Type Selection Window

File	Edit	Applications
Select	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 10.2 – Mass Adjust Claim Type Selection Window Menu Tree

Figure 10.2 is an illustration of the menu tree for the Mass Adjust Claim Type Selection Window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Select – Selects and displays additional information for the line highlighted.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character number, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Claim Type

Description – Displays the claim type chosen from the list at the bottom of the window

Format – One-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Description

Description – Displays the claim type description chosen from the list at the bottom of the window

Format – 20-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Other Messages

Edit – 6732 Invalid Claim Type combination!

To Correct – Verify selection and re-enter

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_CLM_TYPE_RESPONSE

Menu

Data Window – DW_MASSADJ_CLM_TYPE

DW_MASSADJ_CLM_TYPE_SELECT

System Features

Click **Select** to select a claim type and its description.

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Claim Type Selection window.

Section 11: Mass Adjust Region Code Selection Window

Introduction

The Mass Adjust Region Code Selection window allows the adjustment analyst to select multiple region codes as search criteria. Choose the region codes and select **Save** to save the request.

Region Code	Description
10	PAPER CLAIMS WITH NO ATTACHMENTS
11	PAPER CLAIMS WITH ATTACHMENTS
12	CCF
15	PAPER CLAIMS WITH NO PROVIDER ID
20	ELECTRONIC CLAIMS WITH NO ATTACHMENTS
21	ELECTRONIC CLAIMS WITH ATTACHMENTS

Figure 11.1 – Mass Adjust Region Code Selection

File	Edit	Applications
Save	Copy	Adhoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Exit IndianaAIM		Managed Care
		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 11.2 – Mass Adjust Region Code Selection Window Menu

Figure 11.2 is an illustration of the menu tree for the Mass Adjust Region Code Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

CLAIMs – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

SURS – Grants access to the SURS windows.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character number, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Region Code

Description – Displays the region code chosen from the list at the bottom of the window

Format – Two-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Description

Description – Displays the region code description chosen from the list at the bottom of the window

Format – 32-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Other Messages

Edit – 91121 Must highlight/select row first

To Correct – Highlight row first and click **Select** button.

Edit – 91122 No more rows exist in this data window!

To Correct – Verify selection and either **Save** or **Delete** one or more selections.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_REGION_CODE

Menu

Data Window – DW_MASSADJ_REGION_CODE

DW_MASSADJ_REGION_CODE_SELECT

System Features

Click **Select** to select a region code and its description.

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Region Code Selection window.

Section 12: Mass Adjust Program Selection

Introduction

The Mass Adjust Program Selection window allows the adjustment analyst to select multiple Health Coverage Programs as search criteria. Choose the program codes and select **Save** to save the request.

Program	Description
59	590 - Program
AR	ARCH
CS	Children With Special Health Care Services (CSHCS)
EP	Early & Periodic Screening & Dev. Testing (EPSDT)
MA	Medicaid
PC	PCCM
RB	RBMC

Figure 12.1 – Mass Adjust Program Selection Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 12.2 – Mass Adjust Program Selection Window Menu Tree

Figure 12.2 is an illustration of the menu tree for the Mass Adjust Program Selection Window. The Mass Adjust Program Code Selection window is used to enter Health Coverage Programs for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Program Selection window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

CLAIMs – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Program

Description – Displays the Health Coverage Program chosen from the list at the bottom of the window

Format – Two-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Description

Description – Displays the Health Coverage Program chosen from the list at the bottom of the window

Format – 55-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Other Messages

Edit – 91121 Must highlight or select row first!

To Correct – Highlight row to select and click **Select**.

Edit – 91122 No more rows exist in this data window!

To Correct – Do not select any more rows.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_PGM_CODE

Menu

Data Window – DW_MASSADJ_PGM_CODE

DW_MASSADJ_PGM_CODE_SELECT

System Features

Click **Select** to select a region code and its description.

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Program Selection window.

Section 13: Mass Adjust Provider ID Entry Window

Introduction

The Mass Adjust Provider Entry window allows the adjustment analyst to enter multiple provider numbers as search criteria. Choose the program codes and select **Save** to save the request.

Mass Adjust Provider ID Entry

File Edit Applications

Mass Request #: 56 5302 000

Provider ID	Location
-------------	----------

Enter Provider ID: Location:

Save Delete Exit

Figure 13.1 – Mass Adjust Provider ID Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 13.2 – Mass Adjust Provider ID Entry Window Menu Tree

Figure 13.2 is an illustration of the menu tree for the Mass Adjust Provider ID Entry window. The Mass Adjust Provider Entry window is used to enter provider numbers for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Provider Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Provider Number

Description – Displays the provider number(s) chosen as search criteria

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Location

Description – Displays the service location(s) chosen as search criteria

Format – One-character alphabetic

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Provider Number

Description – Enter the provider number(s) as search criteria

Format – Nine-character numeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry and re-enter a new provider number.

Edit – 91029 Provider ID must be numeric!

To Correct – Verify entry and re-enter a numeric provider number.

Edit – 91038 Provider ID must be nine characters!

To Correct – Verify entry and re-enter a nine-character provider number.

Edit – 91037 Provider ID field is required!

To Correct – Enter a valid provider number.

Edit – 91052 Provider ID is invalid!

To Correct – Verify entry and re-enter a valid provider number.

Field Name: Location

Description – Enter the service location(s) as search criteria

Format – One-character alphabetic

Features – None

Edit – 5176 Service Location invalid for this Provider!

To Correct – Verify entry and re-enter a valid service location.

Edit – 91037 Service Location field is required!

To Correct – Enter a valid a service location.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_PROV_NUM

Menu

Data Window – DW_MASSADJ_PROV_NUM

DW_MASSADJ_PROV_NUM_

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Provider ID window.

Section 14: Mass Adjust Prov Type/Specialty Selection Window

Introduction

The Mass Adjust Prov Type/Specialty Selection window allows the adjustment analyst to enter provider type or specialty data as search criteria. Choose the program codes and select **Save** to save the request.

Mass Adjust Prov Type/Specialty Selection

File Edit Applications Options

Mass Request #: 56 5302 000

Update Area

Type Specialty

Type Description

01	Hospital
02	Ambulatory Surgical Center (ASC)
03	Extended Care Facility
04	Rehabilitation Facility
05	Home Health Agency

Specialty Description

010	Acute Care
011	Psychiatric
012	Rehabilitation
020	Ambulatory Surgical Center (ASC)
030	Nursing Facility

Save Refresh Delete Exit

Figure 14.1 – Mass Adjust Prov Type/Specialty Selection Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Refresh	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 14.2 – Mass Adjust Prov Type/Specialty Selection Window Menu Tree

Figure 14.2 is an illustration of the menu tree for the Mass Adjust Prov Type/Specialty Selection window. The Mass Adjust Prov Type/Specialty Selection window is used to select provider types and provider specialties for each search request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Prov Type/Specialty Selection window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Refresh – Resets the window.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Type/Specialty

Description – Displays the type or specialty chosen as search criteria

Format – Type – Two-character numeric

Specialty – Three-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Provider Type

Description – Enter the provider type(s) as search criteria

Format – Two-character numeric

Features – None

Edit – None

To Correct – N/A

Field Name: Enter Provider Specialty

Description – Enter the provider specialty(s) as search criteria

Format – Three-character numeric

Features – None

Edit – None

To Correct – N/A

Edit – 91019 Record already exists!

To Correct – Verify entry and re-enter a new type or specialty

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_PROV_TYPE_SPECIALTY

Menu – M_MASSADJ_PROV_TYPE_SPECIALTY

Data Window – DW_PROV_TYPE_CODE

DW_MASSADJ_PROV_TYPE_SPEC

DW_MASSADJ_PROV_SPEC

DW_PROV_SPECIALTY_CODE

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Prov Type/Specialty Selection window.

Section 15: Mass Adjust Diagnosis Entry Window

Introduction

The Mass Adjust Diagnosis Entry window allows the adjustment analyst to enter diagnosis codes (s) as search criteria. Choose the diagnosis code(s) and select **Save** to save the request.

Mass Adjust Diagnosis Entry

File Edit Applications

Mass Request #: 56 5302 000

Diagnosis Code

Enter
Diagnosis Code:

Save Delete Exit

Figure 15.1 – Mass Adjust Diagnosis Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 15.2 – Mass Adjust Diagnosis Window Menu Tree

Figure 15.2 is an illustration of the menu tree for the Mass Adjust Diagnosis Entry Window. The Mass Adjust Program Code Selection window is used to enter Health Coverage Programs for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Program Selection window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Diagnosis Code

Description – Displays diagnosis code(s) as search criteria

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Diagnosis Code

Description – Displays diagnosis code(s) as search criteria

Format – Four-character numeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry

Edit – 91037 Diagnosis field is required!

To Correct – Verify if diagnosis was entered. If a diagnosis is needed, enter in this field. If not, exit this window

Edit – 91052 Diagnosis is invalid!

To Correct – Verify entry and re-enter a valid diagnosis code

Edit – 91087 Diagnosis must be at least three characters!

To Correct – Verify entry and re-enter a diagnosis code with at least three characters

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_DIAGNOSIS_CODE

Menu

Data Window – DW_MASSADJ_DIAGNOSIS_CODE

DW_MASSADJ_DIAGNOSIS_CODE

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Diagnosis Entry window.

Section 16: Mass Adjust DRG Entry Window

Introduction

The Mass Adjust DRG Entry window allows the adjustment analyst to enter DRG(s) as search criteria. Choose the DRG(s) and select **Save** to save the request.

Mass Adjust DRG Entry

File Edit Applications

Mass Request #: 56 5302 000

DRG

Enter DRG:

Save Delete Exit

Figure 16.1 – Mass Adjust DRG Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 16.2 – Mass Adjust DRG Entry Window Menu Tree

Figure 16.2 is an illustration of the menu tree for the Mass Adjust DRG Entry window. The Mass Adjust DRG Entry window is used to enter provider numbers for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Provider Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, rryjjjsss

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: DRG

Description – Displays DRG(s) as search criteria

Format – Four-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter DRG

Description – Enter DRG(s) as search criteria

Format – Four-character numeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry.

Edit – 91029 DRG must be numeric!

To Correct – Verify entry and re-enter a numeric DRG.

Edit – 91037 DRG field is required!

To Correct – Verify if a DRG and enter in this field. If not, exit this window.

Edit – 91052 DRG is invalid!

To Correct – Verify entry and re-enter a valid DRG.

Edit – 91058 DRG must be four characters!

To Correct – Verify entry and re-enter a four-character DRG.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_DRG

Menu

Data Window – DW_MASSADJ_DRG

System Features

Click **Save** to save a selection.

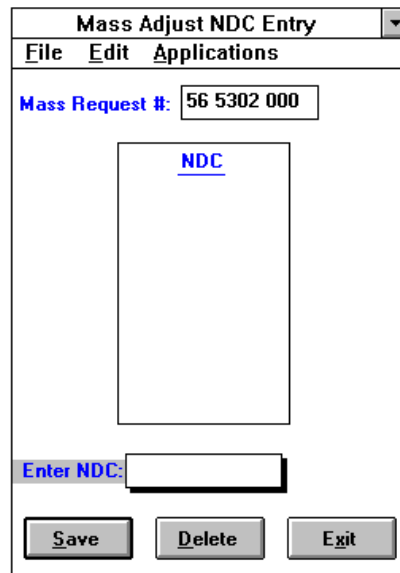
Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust DRG Entry window.

Section 17: Mass Adjust NDC Entry Window

Introduction

The Mass Adjust NDC Entry window allows the adjustment analyst to enter drug code(s) as search criteria. Choose the drug code(s) and select **Save** to save the request.



Mass Adjust NDC Entry

File Edit Applications

Mass Request #: 56 5302 000

NDC

Enter NDC:

Save Delete Exit

Figure 17.1 – Mass Adjust NDC Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 17.2 – Mass Adjust NDC Entry Window Menu Tree

Figure 17.2 is an illustration of the menu tree for the Mass Adjust NDC Entry window. The Mass Adjust NDC Entry window is used to enter drug code(s) for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust NDC Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

New – Enter a new transaction.

Select – Selects and displays additional information for the line highlighted.

Refresh – Resets the window.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: NDC

Description – Displays NDC(s) as search criteria

Format – 11-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter NDC

Description – Enter NDC(s) as search criteria

Format – 11-character numeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry and re-enter an NDC.

Edit – 91029 NDC must be numeric!

To Correct – Verify entry and re-enter a numeric NDC.

Edit – 91037 NDC is required!

To Correct – Enter a valid NDC.

Edit – 91052 DRG is invalid!

To Correct – Verify entry and re-enter a valid NDC.

Edit – 91073 NDC must be eleven characters!

To Correct – Verify entry and re-enter NDC.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_NDC

Menu

Data Window – DW_MASSADJ_NDC

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust DRG Entry window.

Section 18: Mass Adjustment Procedure Modifier Entry Window

Introduction

The Mass Adjustment Procedure Modifier Entry window allows the adjustment analyst to enter procedure or modifier code(s) as search criteria. Choose the procedure or modifier code(s) and select **Save** to save the request.

Proc Code	1	2	3

Figure 18.1 – Mass Adjustment Procedure Modifier Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 18.2 – Mass Adjustment Procedure Modifier Entry Window Menu Tree

Figure 18.2 is an illustration of the menu tree for the Mass Adjustment Procedure Modifier Entry window. The Mass Adjustment Procedure Modifier Entry window is used to enter procedure and modifier code(s) for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjustment Procedure Modifier Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Proc Code

Description – Enter procedure code(s) as search criteria

Format – Five-character alphanumeric

Features – None

Edit – 6002 Claim Type Required!

To Correct – Verify procedure code corresponds with claim type chosen.

Field Name: Modifiers (1-3)

Description – Enter modifier(s) as search criteria

Format – Two-character alphanumeric

Features – None

Edit – 6726 Prior modifiers must be entered first!

To Correct – Verify a prior modifier has been entered.

Edit – 8004 No changes keyed!

To Correct – Verified data has been entered before saving window.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_PROC_MOD

Menu

Data Window – DW_MASSADJ_PROC_MOD_SELECT

System Features

Click **New** to generate a new line.

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Procedure Modifier Entry window.

Section 19: Mass Adjust Revenue Entry Window

Introduction

The Mass Adjust Revenue Entry window allows the adjustment analyst to enter revenue codes (s) as search criteria. Choose the revenue code(s) and select **Save** to save the request.

Mass Adjust Revenue Entry

File Edit Applications

Mass Request #: 56 5302 000

Revenue Code

Enter

Revenue Code:

Save Delete Exit

Figure 19.1 – Mass Adjust Revenue Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 19.2 – Mass Adjust Revenue Entry Window Menu Tree

Figure 19.2 is an illustration of the menu tree for the Mass Adjust Revenue Entry window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the window displayed.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Revenue Code

Description – Displays revenue code(s) as search criteria

Format – Three-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Revenue Code

Description – Enter revenue code(s) as search criteria

Format – Three-character alphanumeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry and enter a new revenue code.

Edit – 91029 Diagnosis must be numeric!

To Correct – Verify entry and re-enter a numeric revenue code.

Edit – 91037 Diagnosis field is required!

To Correct – Enter a valid revenue code.

Edit – 91052 Diagnosis is invalid!

To Correct – Verify entry and re-enter a valid revenue code.

Edit – 91105 Diagnosis must be three characters!

To Correct – Verify entry and re-enter a three-character revenue code.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_REVENUE_CODE

Menu

Data Window – DW_MASSADJ_REVENUE_CODE

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Diagnosis Entry window.

Section 20: Mass Adjust ESC Entry Window

Introduction

The Mass Adjust ESC Entry window allows the adjustment analyst to enter error status code(s) as search criteria. Choose the error status code(s) and select **Save** to save the request.

Mass Adjust ESC Entry

File Edit Applications

Mass Request #: 56 5302 000

ESC	Edit Type Indicator
-----	---------------------

Enter ESC:

Error Type

☒ Both

☐ Header

☐ Trailer

Save Delete Exit

Figure 20.1 – Mass Adjust ESC Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 20.2 – Mass Adjust ESC Entry Window Menu Tree

Figure 20.2 is an illustration of the menu tree for the Mass Adjust ESC Entry window. The Mass ESC Diagnosis Entry window is used to enter Error Status Code(s) for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust ESC Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter ESC

Description – Enter ESC(s) as search criteria

Format – Four-character numeric

Features – None

Edit – 91019 Record already exists!

To Correct – Verify entry and re-enter ESC.

Edit – 91029 ESC must be numeric.

To Correct – Verify entry and re-enter a numeric ESC.

Edit – 91037 ESC field is required!

To Correct – Enter a valid ESC.

Edit – 91052 ESC is invalid!

To Correct – Verify entry and re-enter a valid ESC.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_ESC

Menu

Data Window – DW_MASSADJ_ESC

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Procedure Modifier Entry window.

Section 21: Mass Adjust Recipient Entry Window

Introduction

The Mass Adjust Recipient Entry window allows the adjustment analyst to enter RID(s) as search criteria. Choose the RID(s) and select **Save** to save the request.

The screenshot shows a window titled "Mass Adjust Recipient Entry" with a menu bar containing "File", "Edit", and "Applications". Inside the window, there is a label "Mass Request #:" followed by a text box containing "56 5302 000". Below this is a large rectangular box labeled "Medicaid ID". At the bottom left, there is a label "Enter Recipient ID:" followed by a text box. At the bottom right, there are three buttons: "Save", "Delete", and "Exit".

Figure 21.1 – Mass Adjust Recipient Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 21.2 – Mass Adjust Recipient Entry Menu Tree

Figure 21.2 is an illustration of the menu tree for the Mass Adjust Recipient Entry window. The Mass Adjust Recipient Entry window is used to enter recipient identification numbers(s) for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Recipient Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Medicaid ID

Description – Displays RID(s) entered as search criteria

Format – 12-character numeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Recipient ID

Description – Enter recipient ID(s) as search criteria

Format – 12-character numeric

Features – None

Edit – 4003 Recipient ID must be 12 numbers!

To Correct – Verify entry and re-enter recipient ID.

Edit – 91019 Record already exists!

To Correct – Verify entry and enter a new recipient ID.

Edit – 91029 Recipient ID must be numeric!

To Correct – Verify entry and re-enter numeric recipient ID.

Edit – 91037 Recipient ID field is required!

To Correct – Enter a valid recipient ID.

Edit – 91052 Recipient ID is invalid!

To Correct – Verify entry and re-enter a valid recipient ID.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_RECIP_ID

Menu

Data Window – DW_MASSADJ_RECIP_ID

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Procedure Modifier Entry window.

Section 22: Mass Adjust Aid Category Entry Window

Introduction

The Mass Adjust Aid Category Entry window allows the adjustment analyst to enter an aid category as search criteria. Choose the aid category and select **Save** to save the request.

The screenshot shows a window titled "Mass Adjust Aid Category Entry" with a dropdown arrow on the right. Below the title bar is a menu bar with "File", "Edit", and "Applications". The main area contains a label "Mass Request #:" followed by a text box containing "56 5302 000". Below this is a large rectangular box with the text "Aid Category" in blue, underlined. To the left of this box is a small grey button labeled "Enter". Below the "Enter" button is the label "Aid Category:" followed by a small empty text box. At the bottom of the window are three buttons: "Save", "Delete", and "Exit".

Figure 22.1 – Mass Adjust Aid Category Entry Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 22.2 – Mass Adjust Aid Category Entry Window Menu Tree

Figure 22.2 is an illustration of the menu tree for the Mass Adjust Aid Category Entry Window. The Mass Adjust Aid Category Entry window is used to enter and aid category for each request. The menu titles on this illustration reflect the overall menu commands and window options on the Mass Adjust Aid Category Entry window.

Menu Bar

The menu bar is located below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options appears in a drop-down list box. Some commands or window options are in gray because they are not available at the time.

Select a command or window option in the following manner:

1. Click the command or window option title.
2. Click desired option title and drop-down box appears. Select the command. Double-click or press **Alt** and select the underscored letter of each command.

Menu selections **File**, **Edit**, **Applications**, and **Options** have the same functions on all the claims windows.

Menu Selection: File

This command performs functions on entire files of data or to one entity within a particular file, such as print a window, select a data element, and so forth.

Save – Saves entered information.

Delete – Deletes a piece of existing information.

Print – Prints the screen, top window, or data window.

Exit – Returns to the Adjustment Inventory Menu.

Audit – Grants access to the online audit trail windows.

Exit IndianaAIM – Exits from IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer the copied text to another area or application.

Paste – Pastes text cut or copied from another area within this functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu options grants access all the subsystems available in IndianaAIM.

Adhoc Reporting – Grants access to the Adhoc Reporting information.

Claims – Grants access to the Claims history files.

Financial – Grants access to the Financial windows.

Managed Care – Grants access to the Managed Care windows.

MARS – Grants access to MARS information.

Prior Authorization – Grants access to the Prior Authorization windows.

Provider – Grants access to the Provider windows.

Recipient – Grants access to the Recipient windows.

Reference – Grants access to the Reference windows.

Security – Grants access to the Security information.

Third Party Liability – Grants access to the Third Party Liability windows.

Field Information

Field Name: Mass Rqst #

Description – Control number that identifies each request entered.

Format – Nine-character numeric, RRYJJSSS

- RR – Region code
- Y – Year of receipt
- JJJ – Date of receipt
- SSS – Sequence number within batch

Features – System generated

Edit – None

To Correct – N/A

Field Name: Aid Category

Description – Displays aid category entered as search criteria

Format – Two-character alphanumeric

Features – System generated

Edit – None

To Correct – N/A

Field Name: Enter Aid Category

Description – Enter an aid category as search criteria

Format – Two-character numeric

Features – None

Edit – 6728 Only one Aid Category allowed per request!

To Correct – Verify entry.

Edit – 91037 Aid Category field is required!

To Correct – Enter a valid aid category.

Edit – 91052 Aid Category is invalid!

To Correct – Verify entry and re-enter a valid aid category.

System Information

PBL – CLAIM04.PBL

Window – W_MASSADJ_AID_CAT

Menu

Data Window – DW_MASSADJ_AID_CAT1

System Features

Click **Save** to save a selection.

Click **Delete** to delete a selection.

Click **Exit** to exit the Mass Adjust Procedure Modifier Entry window.

Appendix A: Adjustment Region Codes

Table A.1 – Adjustment Region Codes

Codes	Description
45	Converted Adjustments
46	Converted 590 Adjustments
50	Adjustments – Non-check related
51	Adjustments – Check related
52	Shadow Claim Adjustments
53	Shadow Claim Adjustments
54	Mass adjustments – Void transaction
55	Mass adjustments – Institutional Retro Rate
56	Mass adjustments – System generated
57	Adjustments – Reprocessed by EDS System Engineers
58	Claims processed by EDS System Engineers
59	POS Reversal Adjustment

Appendix B: Adjustment/Claim Batch Ranges

Table B.1 – Adjustment/Claim Batch Ranges

CLAIM TYPE	BATCH RANGE
Crossover	
UB-92 Inst A	000-015
HCFA-1500 B	016-049
UB-92 Outp C	000-015
Dental (ADA)	050-099
Inpatient (UB-92)	100-129
Outpatient (UB-92)	130-149
Long Term Care (UB-92)	150-249
Home Health (UB-92)	250-299
Pharmacy (Drug)	300-599
HCFA-1500	600-899
Financial	900-900

Appendix C: Adjustment Types

Table C.1 – Adjustment Types

Types	Description
A	Full Refund
B	Partial Refund
C	Full Offset
D	Partial Offset
E	Entered Mass Adjustment
P	Crossover Prior to 10/1
R	Retro LTC Mass Adjustment
U	Underpayment Adjustment
V	Void Mass Adjustment
Blank	None

Appendix D: Claim Status

Table D.1 – Claim Status

Claim	Description
P	Paid
D	Denied
S	Suspended
C	CCF
R	Resubmitted (Data Correction)
A	Adjustment Pending
B	Adjustment Released

Appendix E: Claim Types

- Crossover UB-92 Inst Part A
- Crossover HCFA-1500 Part B
- Crossover UB-92 Part B
- Dental
- Home Health
- Inpatient
- Long Term Care (Nursing Home)
- Medical (HCFA-1500)
- Outpatient
- Pharmacy

Appendix F: Reason Codes

Table F.1 – Region Codes

Codes	Description
10	Paper
11	Paper with attachments
12	CCF
15	Paper claims with no Provider ID
20	Electronic
21	Electronic with attachments
22	Shadow (encounter claims)
23	Electronic crossover claims using Provider Electronic Solutions
25	Point of service
26	Point of service with attachments
40	Converted Claims
41	Converted 590 Claims
45	Converted Adjustment Claims
46	Converted 590 Adjustment Claims
47	Converted Credits
48	Converted Voids
50	Adjustments – Non-check related
51	Adjustments – Check related
52	Shadow Claim Adjustments
53	Shadow Claim Adjustments
54	Mass adjustments – Void transaction
55	Mass adjustments – Institutional Retro Rate
56	Mass adjustments – All others
57	Adjustments – Reprocessed by EDS System Engineers
58	Claims processed by EDS System Engineers
59	Converted adjustments
60	Non-claim specific financial transactions
70	HMO capitation
80	Claims Reprocessed by systems engineer
90	Special projects
99	Converted claim with duplicate ICN

Appendix G: Mass Adjustment Reason Codes

Table G.1 – Mass Adjustment Reason Codes

Codes	Description
8230	Mass Adjustment – Void Transaction
8231	Mass Adjustment – Retroactive Rate Change (LTC)
8232	Mass Adjustment – Retroactive Rate Change (non-LTC)
8233	Mass Adjustment – Pricing Change
8234	Mass Adjustment – Other
8235-8239	Reserved for future use
8299	Adjustment to crossover paid prior to AIM implementation date. This has been manually priced using the Medicare Coinsurance, Deductible, or Blood Deductible.

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